



**Station:**

**1. Staff Reception:**

- a. Explain Reception Center procedure
- b. Check off students on roster
- c. Remind students to be present at \_\_\_\_\_ at the Initial Administration Briefing (See para. 4)

**2. Security Office Reception:**

- a. Issuance of badges
- b. Registration of personal vehicles
- c. [REDACTED]

**3. Course Registration:**

- a. Give out and explain map assignment sheet (Adm-1-B)

**NOTE:** Staff member should explain use [REDACTED] as stated in (Adm-1-C), attached

- b. Give out keys and name plates

**NOTE:** These are furnished staff by 5-A

25X1C

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- c. Pick up personal documents and put in students' 5-A folder

NOTE: Identifying documents etc. in personal vehicles is permitted if it is locked in trunk or glove compartment.

- d. Briefly explain function of 5-A

NOTE: This is covered in greater detail at the Course Administration and Security briefing.

- e. Give out and instruct students on [REDACTED] requisition form.

25X1C

NOTE: These will be turned in to Supply representative between \_\_\_\_\_ and \_\_\_\_\_. Supply man will explain issue system, accountability etc.

- f. Answer questions and instruct students to be back at \_\_\_\_\_ for the Initial Administrative Briefing. (See para. 4)

4. Initial Administrative Briefing:

- a. Finance Representative - 5 Minutes
- b. Supply Representative - 5 Minutes
- c. Office of Security Representative - 20 Minutes

NOTE: Staff member should introduce each representative

- d. Staff Representative: 10 Minutes

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